

**THE NEW HAMPSHIRE SOCIETY OF HEALTH-SYSTEM PHARMACISTS, INC.**

**CONSTITUTION AND BYLAWS**

[Written 10/1989; Revised: 11/1996, 4/2005, 11/2013, 9/2016, 10/2017]

**ARTICLE 1: NAME AND MISSION**

**A. Name**

This organization shall be known as the “New Hampshire Society of Health-System Pharmacists”, herein known as “NHSHP”.

**B. Mission**

The mission of NHSHP shall be:

To advance patient outcomes by promoting the professional interests of pharmacists, pharmacy technicians, pharmacy residents, and pharmacy students, practicing in settings spanning the full spectrum of medication use.

- 1) To apply evidence based medicine to actively promote the concept and value of pharmaceutical care and rational medication use to all health care consumers and providers.
- 2) To participate in legislative and regulatory processes that affect the practice of pharmacy.

**ARTICLE 2. MEMBERSHIP**

A. Active members of NHSHP shall consist of pharmacists, pharmacy technicians, pharmacy students, and supporting members who support the mission of NHSHP and have paid dues as established by NHSHP. Members of NHSHP are encouraged to be members of the American Society of Health-System Pharmacists (ASHP).

- 1) All members shall receive publications and general communications of NHSHP and may attend meetings.
- 2) Pharmacist members shall be entitled to vote on amendments to the Bylaws, and hold an elected office in the NHSHP Board of Directors.
- 3) New Practitioner members shall consist of pharmacists within their 5 (five) years of practice following graduation. New Practitioners shall have the same rights and privileges as active pharmacist members.
- 4) Pharmacy technicians shall consist of individuals who are/were employed as a pharmacy technician and work(ed) under the supervision of a licensed pharmacist and assist in the preparation and distribution of medications.

- 5) Students shall consist of individuals enrolled in undergraduate or graduate programs in an accredited college/school of pharmacy. Student members are encouraged to be members of ASHP and their college/school's student society.
  - 6) Supporting members shall consist of individuals other than pharmacists who by their practice in allied health services or the pharmaceutical industry, teach pharmacists or otherwise contribute to the practice of pharmacy, which support the mission of NHSHP and have paid dues as established by NHSHP.
- B. Annual dues shall be established by the Board of Directors. The period of membership shall be the calendar year. Any member in arrears for dues shall cease to be a member of the Society. Such a person may be reinstated as a member provided his payment of current membership dues is made.

### **ARTICLE 3. OFFICERS**

#### **A. Composition**

- 1) The Officers of NHSHP shall include the President, President-Elect, Immediate Past President, Secretary, Treasurer, and Historian. Officers shall serve a one year term; the President-elect shall become the President at the end of the term and the President shall become the Immediate Past President at the end of the term.
- 2) All officers shall be active members of NHSHP and reside or work in the State of New Hampshire.

#### **B. Nominations**

- 1) The Officers of the Board of directors shall serve as the Nominations Committee. The Nominations Committee shall announce the candidates to the office the President, President Elect, Immediate Past President, Secretary, Treasurer, and Historian. These nominations shall be the sole source for candidates for these positions.
- 2) Candidates for Offices must be active members of NHSHP and must reside or work in the State of New Hampshire.

#### **C. Election**

- 1) After receiving nominations from the Nominations Committee, the Secretary shall submit the official election ballot along with a brief review of each candidates' professional backgrounds by internet to every active member of NHSHP.
- 2) The active members shall indicate on the ballot their choice of candidates for the offices to be filled and shall return it to the Secretary by internet within fifteen (15) days of the original distribution date, which shall be printed on the ballot.

- 3) The candidates receiving the majority of votes cast by the members shall constitute election.

#### **D. Duties of Officers**

- 1) President – The President shall be the principle elective official of NHSHP and preside at all meetings and prepare and distribute meeting agendas. He/she shall appoint all committees and shall be an ex officio member of each. The President shall be a member of the Board of Directors and serve as Chair.
- 2) President Elect – The President Elect shall perform the duties of the President when he/she is unable to do so. He/she shall be a member of the Board of Directors and assume the responsibilities as directed by the President.
- 3) Immediate Past President – The Immediate Past President shall assume the responsibilities of the President in the absence of the President and President-elect. He/she shall be a member of the Board of Directors.
- 4) Secretary – The Secretary shall be a member of the Board of Directors. He/she shall record and maintain meeting minutes of the Board of Directors and any other meetings as directed by the President. He/she shall also maintain a record of all NHSHP related correspondence.
- 5) Treasurer – The Treasurer shall establish, receive, disburse and account for all NHSHP funds at the direction of the Board of Directors. He/she shall serve as a member of the Board of Directors, submit a written report of all funds received or disbursed quarterly, and maintain a record of all NHSHP financial statements.
- 6) Historian – The Historian shall be a member of the Board of Directors. He/she shall maintain and uphold the historical archives of the Society.

#### **E. Vacancies**

- 1) Authority is granted to the President to appoint a member to fill any vacant office for an unexpired term, except, President Elect.
- 2) In the event of the vacancy of the President, the President Elect shall assume the office and serve out both the unfinished term to which he/she has succeeded and his/her subsequent term as President.
- 3) To fill a vacancy for President Elect, after the annual election, the Board of Directors shall appoint an active member to complete the term.

## **ARTICLE 4. BOARD OF DIRECTORS**

### **A. Composition**

- 1) The Board of Directors shall consist of the President, President Elect, Immediate Past President, Secretary, Treasurer, and at least three Directors are pharmacist who, as active members, shall volunteer their services. Other Directors may consist of new practitioners, pharmacy technicians and/or pharmacy students.
- 2) An effort will be made so that the board shall consist of members from different practice settings and geographical regions of the state.

### **B. Appointment of Directors**

- 1) Active NHSHP members interested in a Board of Director's position shall submit in writing a request for nomination to the Secretary.
- 2) Officers shall nominate new Directors and members of the Board shall vote to confirm. A simple majority is required for confirmation.

### **C. Voting**

Each Officer and pharmacist Director shall be voting members of the Board of Directors. Technician Director(s) shall have one vote and Student Director(s) shall have one vote.

### **D. Meetings**

- 1) The Board of Directors, at a minimum shall meet quarterly and at the call of the chair.
- 2) In addition, the Board of Directors shall meet at the call of the President, or upon application in writing to the Secretary of any three members of the Board.
- 3) Meetings shall be conducted using Robert's Rules of Order

### **E. Responsibilities**

- 1) The Board of Directors shall represent the membership of the NHSHP as the official voice of health-system pharmacists in New Hampshire. The Board of Directors shall:
  - a. Establish regulations for expenditure and investment of NHSHP funds and the signing of checks
  - b. Have authority to make contributions of the NHSHP funds or properties to foundations or other organizations for research and educational activities of benefit to organized healthcare pharmacy practice
  - c. Supervise and select the editor of NHSHP publications
  - d. Make ultimate decisions regarding the acts of committees and officers on professional policy matters

- e. Accept, on behalf of the NHSHP, grants, contributions, or gifts to further the purpose of NHSHP
  - f. Perform all acts and functions consistent with the bylaws
- 2) The Board of Directors may establish and modify administrative policies, consistent with these Bylaws to conduct its business and the business of NHSHP.

## **F. Quorum**

**Minimum Requirements for Conducting Business:** The minimum number of Directors required for a Board of Directors meeting is five (5) voting members including at least one of the following: President, President-elect, or the Immediate Past President. In order for an item to be approved, it must receive a majority vote from the voting members that are in attendance.

## **G. Committees**

Committee Chairs and Members shall be appointed by the Nominations Committee and shall consist of at least 2 (two) pharmacists and, when available, new practitioners, students, and technicians.

- 1) **Nominations Committee:** The committee shall conduct all elections of officers and delegates to the ASHP House of Delegates. They shall also conduct annual election of officers as specified in Article 3.
- 2) **Membership Committee:** The committee shall be responsible for the recruitment and retention of NHSHP members.
- 3) **Legislative Committee:** The committee shall review and stay current on health-related legislation on a state and national level and report to the Board of Directors as needed. They shall work with other state pharmacy organizations to maintain a unified voice for pharmacy in New Hampshire.
- 4) **Education Committee:** The committee shall plan and arrange educational programs, select meeting sites, and identify educational topics for all continuing education programs for NHSHP. They shall also oversee all content of publications (e.g., newsletter, email news blasts).
- 5) **Scholarship [and Awards](#) Committee:** The committee shall disseminate scholarship materials to potential scholarship candidates and audiences who may know of potential scholarship candidates. They will identify candidates for student scholarships using criteria approved by the Board of Directors.
- 6) **Other Committees:** The President shall appoint such additional committees, task forces or ad hoc groups as are deemed necessary to carry out the responsibilities and programs of the Society. He/she may appoint additional committees, task forces or ad hoc groups as needed; this function shall be carried out within the framework of the Bylaws and Policies/Procedures.

**ARTICLE 5: AMENDMENTS**

Amendments to the Constitution and Bylaws may be proposed in writing to the officers of NHSHP ninety (90) days prior to an Annual Business Meeting. Proposals will be read during the Business Meeting and a vote of the majority of the total membership present shall be required for passage of an amendment. Any approved amendments are subject to the approval of ASHP prior to final submissions to the entire membership of NHSHP.

**ARTICLE 6: ANNUAL MEETING**

Business Meetings shall be held at least once a year. Notice shall be sent by the Secretary to each member at least 30 days in advance. Other Meetings may be held at times as determined by the Board of Directors.

**ARTICLE 7: FINANCES**

Dues of the Society shall be established by the Board of Directors.

**ARTICLE 8: AFFILIATION**

NHSHP shall be affiliated with the American Society of Health-System Pharmacists (ASHP).

**ARTICLE 9: DISSOLUTION**

In the event of dissolution or termination of the Society, title to and possession of all property of the Society shall pass forth with in equal portion to the Research and Education Foundation of the American Society of Health-System Pharmacists for the furtherance of the professional practice of health-system pharmacy.